



UNITED STATES SECTION
INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO

United States Section Directive

Volume: II
Chapter: 0509
Date: December 1, 2005

SUBJECT : United States IBWC Section Library Operations

TO : Principal Engineers, Commissioner's Staff, Division Chiefs, Heads of
Offices, Project Managers, Presidents, AFGE Locals 3060 and 3309

CONTROL : IMD, Communications and Records (915) 832-4744

509.1 PURPOSE: To establish procedures for the administration and maintenance of the United States Section Library Services Program.

509.2 AUTHORITY: The U.S. Section library classification system was adopted from the Department of State library classification system.

509.3 Objectives: To maintain a central library facility containing a collection of United States International Boundary and Water Commission (USIBWC) historical and technical documents and other related publications; and, to provide required cataloging, circulation, reference and bibliographic services to make the resources and information readily available.

509.4 Policy and Procedures: The Communications and Records office, under the supervision of the Chief, Information Management Division, is responsible for the administration and maintenance of the Section's library services program.

a. *General:* The United States Section's loan and reference service basic principle is to provide the personnel of the U.S. Section with publications required and to assist them in searching and locating information needed in the discharge of their responsibilities. Loan and reference services are provided first to personnel of the U.S. Section. These services are also made available to other Federal agencies on a

reciprocal basis, and as appropriate, to academicians and other public officials to the extent that it is feasible to do so after the demands of the U.S. Section are met.

b. Reading Room: A general reading room or a vacant desk will be maintained as a focal point for all direct services to library users. This space will be located in the vicinity of the library, and made available to personnel during normal working hours. Also in the vicinity, a computer will be made available to users for the purpose of doing research of the library database.

c. Circulation Service: All publications in the library collection are available on loan. Requests will be made in person, email or by telephone. Requesters are expected to supply, whenever possible, all pertinent data required in identifying the document(s) needed. If the request requires searching and locating a large number of documents, the department, division or office requesting them may be asked to provide assistance.

d. Conditions of loan: Library documents will normally be signed out for a period of two weeks, except for those publications, which are permanently charged out to an office.

e. Users of the U.S. Section Library:

(1) The U.S. Section Library's facility will be available to personnel of the U.S. Section on a priority basis.

(2) Application for access to the Library's facilities will be made through the Communications and Records office. Clearances for access to classified documents will be obtained from the U.S. Section Security Documents Officer either by the requester or by personnel in the Communications and Records office.

(3) Members of faculties of colleges and universities, graduate students, and other scholars doing research on subjects of interest to the U.S. Section will be given access to the facilities of the Library provided that clearance for access was obtained from appropriate agency staff having authority over the release of a particular document. For example, the Foreign Affairs Officer provides the access for international documents; for technical environmental documents the Principal Engineer in charge of the Environmental Division provides the access. Clearance for access to view or copy non-technical and historical documents is the responsibility of the employee in charge of the Communications and Records office. Members of the general public will also be considered.

f. Cataloging of Library Documents: All publications selected for addition to the central library collection will be catalogued and analyzed for subject contents and entered on a computer database.

g. Maintenance and Administration: While centralized control of the library facilities is desired, the actual needs and available space for the central library

determines whether the library collection is maintained as a unit or whether it is decentralized to several locations. General reference documents and books of general interest will be kept in the central library facilities and available to the entire staff. Some specialized reference document or books may be more appropriately maintained at the point of primary use.

- h. Bibliographic Control:* Publications acquired by the U.S. Section for official use, regardless of their physical format, will be recorded and accessed to the library in order to be brought under bibliographical control. This control consists in the establishment of a system of records, which describes each publication available to the U.S. Section, indicating its location, and specifying the principal subjects contents.
- i. Central Cataloging:* A central control for publications will be maintained, regardless of whether the library collection is maintained in one or more locations. A control entry will contain the following information: Library Accession Number, Subject or Title, Author, Source, Publication Date, and Accession Date. Additionally, if the publication is to be permanently charged out to an office, the name of the office will be added at the end of the subject. A monthly report will be posted on the library GroupWise folder listing publications accessed to the library during the current month.
- j. Loan Record:* A charge-out-card will be made for each publication removed from its assigned location. A database will be maintained listing all publications signed out from the library, posted on the library GroupWise folder and updated monthly.
- k. Disposal of Obsolete Publications:* Publications no longer useful to the U.S. Section will be withdrawn from the collection and the central catalog database cleared of these documents. The obsolete publications could be offered to local libraries and institutions or destroyed.

509.5 Responsibilities:

- a. The person in charge of the Communications and Records office, under the supervision of the Chief, Information Management Division, is responsible for the overall operation and management of the U.S. Section library services program.
- b. Personnel assigned to the Communications and Records office are responsible for aiding individuals in searching for and locating the requested publications.
- c. Users of the U.S. Section Library are required to:

- (1) Keep Communications and Records personnel informed of the location

of the books or publications borrowed, and of their intentions to house them in their own offices permanently.

(2) Keep Communications and Records personnel informed of any new purchases made, regardless of whom may have initiated the request, and publications received, so that they can be accessed into the library for accountability purposes. **Note:** Publications purchased by another agency for a reimbursable USIBWC office will not be stamped "Property of USIBWC" nor control maintained by Communications and Records.

(3) Sign out for all books, documents or publications, which are removed from the Library.

d. Prior to an employee departing this agency and/or changing jobs, the following procedures must be completed:

(1) All publications signed out to them or their office must be returned to the library, or;

(2) Transfer, in writing, all documents, publications and books to his/her successor.

509.6 Supersession: This DIRECTIVE supersedes Volume II, Chapter 0509 dated November 28, 2000.

509.7 Effective Date: This directive is effective immediately and continues in effect until otherwise superseded.

FOR THE COMMISSIONER

Diana Forti
Chief Administrative Officer